

# Report

## Council

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### Part 1

Date: 23 January 2024

**Subject** Schedule of meetings

**Purpose** To adopt a schedule of meetings for the period May 2024 to May 2025.

**Author** Governance Team Leader

**Ward** All wards

**Summary** The proposed schedule of meetings attempts to structure the diary with a series of meetings to facilitate the decision-making process through the Council, Executive and Regulatory Committees. The schedule of meetings also sets a pattern of meetings for Scrutiny Committees and other bodies.

The diary does not include dates for meetings of individual Cabinet Members as Cabinet Members will take a view on when they need to meet to make decisions, rather than be bound by a diary of meetings. This will, of course, not affect members' opportunities for consultation on proposed decisions or to request to meet the Cabinet Member before decisions are taken.

It is suggested that the dates, times and locations of all meetings other than the Council meeting are to be left to each individual committee. It is suggested that the needs of Councillors who have work or other commitments at any time during the day are taken into account by the various committees and groups.

The schedule will remain a guide and subject to change and amendment to meet the needs of the work programmes of each committee or other group.

**Proposal** To adopt the schedule of meetings as the basis for arrangements for May 2024 to May 2025, recognising it is subject to change and amendment to meet the needs of the work programmes of each committee or other group.

**Action by** Governance Team Leader

**Timetable** As set out in the diary and subject to the views of individual committees

This report was prepared after consultation with:

- Senior Leadership Team
- Monitoring Officer
- Head of Finance
- Scrutiny and Governance

**Signed**

## Background

The Council needs to agree a schedule of meetings to allow members to be aware of the pattern of meetings and to assist officers in producing reports in good time for the various stages of the decision making process or the overview and scrutiny process.

### Work programme and schedule of full Council meetings

The following sets out the notional Council work programme and proposed dates of meetings. Normally the meetings will commence at 5.00pm and will be broadcast live on the Council's website.

Meeting Date	Provisional Work Programme
16 July 2024	
24 September 2024	
26 November 2024	
21 January 2025	
25 February 2025	Budget
22 April 2025	
13 May 2025	Mayor Making and AGM

### Cabinet meetings

Normally the Cabinet will meet each month but additional meetings will be arranged as necessary. The Leader of the Cabinet will agree any amendments to the programme as shown in this report.

### Other committees

For all other meetings, timings of meetings will be a matter for each individual committee. Amendments will be agreed following consultation with committee members.

### Financial Summary

There are no specific costs in agreeing a schedule of meetings.

### Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Not adopting a schedule of meetings so that Work planning and key decision making is ad hoc and lacks transparency and opportunities for proper consultation	M	L	The report suggests an understandable and structured schedule of meetings that meets the needs of the decision-making process but is also flexible enough to meet the needs of the council and its members	Democracy and Communications Manager

Adopting too rigid a schedule will not allow the needs of the council or its members to be taken into account.	M	L	The report offers the opportunity for all committees to arrange meetings to meet the needs of the membership of each committee.	Democracy and Communications Manager
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**Links to Council Policies and Priorities**

The schedule of meetings allows work planning to be undertaken in an informed manner allowing the Council’s decision-making process to meet statutory and constitutional requirements.

**Options Available**

- To adopt the Schedule as a guide
- To amend the schedule
- To take no action

**Preferred Option and Why**

The preferred option is to adopt the schedule of meetings as the basis for arrangements for May 2024 to May 2025.

**Comments of Chief Financial Officer**

There are no direct financial consequences.

**Comments of Monitoring Officer**

The proposed programme of meetings and arrangements for their frequency and timing are in accordance with Section 6 of the Local Government (Wales) Measure 2011 and statutory guidance. The frequency and time of the Council meetings has previously been reviewed and agreed, to reflect the needs and commitments of Councillors. It is not proposed that these arrangements should change. The forward work programme and diary of meetings for full Council also needs to reflect statutory timescales for certain policy Framework decisions, for example the need for the annual general meeting in May and the budget meeting in February. Other Council reports can be included within the forward work programme as and when they arise.

**Comments of Head of People, Policy and Transformation**

The report details the proposed schedule of meetings. Therefore, there are no relevant staffing, policy or performance matters for consideration. Having a clear plan of meetings and decision points for Council allows for a more considered approach to monitoring of key activity and compliance with legislation.

**Local issues**

There are no local issues

**Scrutiny Committees**

This is a matter for consideration by Council.

**Fairness and Equality Impact Assessment:**

- **Wellbeing of Future Generation (Wales) Act**
- **Equality Act 2010**
- **Socio-economic Duty**
- **Welsh Language (Wales) Measure 2011**

An FEIA is not required for this report.

**Consultation**

As set out above.

**Background Papers**

None.

**Dated: 16 January 2024**